



116 John Street, Suite 604, New York, NY 10038
Tel. 212-227-6440 Fax. 212-227-9854
e-mail: nycosh@nycosh.org

Job Announcement

Assistant Director

The New York Committee for Occupational Safety and Health, a non-profit job safety coalition of 200 labor unions and 400 health professionals and activists, is looking for an Assistant Director. NYCOSH provides training and technical assistance about workplace safety and health hazards to its membership, to community organizations and to the public at large.

The Assistant Director will assist and report to the Executive Director and have the following responsibilities:

1. Supervision and evaluation of program staff.
2. Coordination of training, education, industrial hygiene assistance programs.
3. Planning, development and oversight of programmatic activity.
4. Oversight of organizational meetings and staff development.
5. Participation in the organization's public affairs campaigns and fundraising programs.
6. Participation in financial planning and oversight.
7. Grant writing and grant administration.
8. Participation in training, industrial hygiene and organizational program

Qualifications

1. Experience in staff supervision and program administration
2. Background in labor movement.
3. Background in safety and health
4. Excellent written and oral communication skills
5. Demonstrated organizing ability and leadership skills
6. Safety and health training experience or comparable experience in adult participatory education
7. Strong organizational skills
8. Computer literate.

Salary: \$80,000 plus benefits

Position Available: January 1, 2008 or earlier. Applications processed upon receipt.

NYCOSH is an equal opportunity/affirmative action employer

To Apply Send Cover Letter and Resume to:
NYCOSH, 116 John Street, Suite 604, New York, NY 10038
or email to nycosh@nycosh.org.

10/13/2007